

**Personnel Board Meeting**  
Wednesday, November 16, 2016, 9:00am  
First Floor Meeting Room, Town Hall

**Agenda**

- Agenda Review/Additions (Butterfield)

**Old Business:**

- Review and approve minutes of October meeting (Butterfield)

**New Business:**

- Update on staff review of Personnel Procedures Manual- Misiaszek
- New hires and exits report-Misiaszek
- UMASS Amherst Non-Profit, Social Services and Government Career Fair November 16  
Town will participate
- Upcoming: December 12 presentation to Select Board on proposed changes to part time salary schedule
- Next Meeting Scheduled: December 21

**Other Business:** Any other topics the Chair did not reasonably anticipate 48 hours before the meeting